ARIZONA STATE BOARD OF NURSING CERTIFIED NURSING ASSISTANT EXAM / ENDORSEMENT APPLICATION INSTRUCTIONS REQUIREMENTS FOR CERTIFICATION IN ARIZONA

BY EXAM

- Complete an application for Certified Nursing
 Assistant by Exam/Endorsement Mail to <u>Arizona</u>

 <u>State Board of Nursing</u> (see pages 12-16)
- Complete an application for Certified Nursing
 Assistant Examination Mail application and fee to
 <u>D&S Diversified Technology Testing Company</u>.
 (see pages 9-10)
- Pass the written and manual tests
- Complete a fingerprint card (A fingerprint card will be sent to you when we get your application.)
- Pay exam fees (optional) (see page 2)
- Fingerprint results If the results of your fingerprint check show a positive criminal history, an investigation will be started and certification will not be given to you until the investigation is done. This may take 4 to 6 months.
- Within 2 years after you complete your nursing assistant training program provide:
 - A copy of the "certificate of completion" of a nursing assistant program that Arizona State Board of Nursing has approved (or letter from the program)

OR

- Proof of completing a 120 hour nursing assistant program approved by another state / territory

 OR
- c. Proof of completing a 75 hour nursing assistant program approved by another state / territory

 AND

Proof of working as a nursing assistant for an additional 45 hours

OR

- d. Proof of graduation from an approved RN or LPN program or holds a valid RN/LPN license <u>or</u> meets educational requirements for RN/LPN licensure in Arizona (takes written test only)
- NOTE: Applicants who have not taken the CNA exam within 2 years of their training and can show proof that they worked as a nursing assistant for 160 hours every 2 years, since they completed a state approved nursing assistant program, may take the CNA test. Example: An applicant took their initial training in 2003 and never took the exam, needs to show they worked 160 hours between 2003 and 2005, and 160 hours between 2005 and 2007. This may be validated in a letter signed by the employer.

BY ENDORSEMENT

(Transferring from another state)

- Complete an application for Certified Nursing
 Assistant by Exam/Endorsement Mail to <u>Arizona</u>

 <u>State Board of Nursing</u> (see pages 12-16)
- Proof of current certification in another state. You must submit the form (see page 4) to your current state of certification. (includes proof of passing tests) Some states charge a fee for proof of certification. Check with the state in which you are registered / certified to find out the fee you must pay BEFORE sending the proof of registration form. You must be active and in good standing to obtain endorsement in Arizona. (See page 5 for list of states). The state will return the proof of registration form directly to the Arizona Board.
- Complete a fingerprint card (A fingerprint card will be sent to you when we get your application.)
- Pay fees for endorsement certification (see page 2)
- Fingerprint results If the results of your fingerprint check show a positive criminal history, an investigation will be started and certification will not be given until the investigation is done. This may take 4 to 6 months.
- Provides proof of completing one of the following:
 - a. Copy of the "certificate of completion" of a nursing assistant program approved by Arizona State Board of Nursing (or letter from the program)

OR

b. Proof of completing a 120 hour nursing assistant program approved by another state / territory

OR

c. Proof of completing a 75 hour nursing assistant program approved by another state / territory

AND

Proof of working as a nursing assistant for an additional 45 hours

OR

- d. Proof of graduation from an approved RN or LPN program or holds a RN/LPN license or meets educational requirements for RN/LPN license in Arizona
- Is active on a nursing assistant register in another state and meets one of the following:
 - a. Is currently working in nursing doing nursing assistant activities even if the job description or title does not say certified nursing assistant

OR

b. Has worked as a nursing assistant for at least 160 hours within the past 2 years

OR

c. Has completed a nursing assistant training program and passed the required exam within the past 2 years

FEES

BY EXAM

BY ENDORSEMENT

- Optional fee of \$40 for wallet size, pink-colored paper certificate. If the \$40 is <u>not included</u> with your application, the Board will assume you <u>do not</u> want a document
- Fee is \$50
- Do not send cash. You may send a money order or check. All personal checks <u>must</u> be pre-printed with your name and address and made payable to the Arizona State Board of Nursing. Purchase Orders from facilities are not accepted.
- All fees are non-refundable.
- A \$50 fee will be charged for checks returned because of insufficient funds.

CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

Federal law, 8 U.S.C. § 1641, and a state law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants <u>must</u> submit documentation regarding their citizenship/nationality/alien status <u>with</u> their application. See attached list A & B for specific documentation required. (Page 6-8).

FINGERPRINTING

According to A.R.S. § 32-1606(B)(16), each applicant for initial licensure or certification is required to submit a full set of fingerprints. A fingerprint card will be mailed to you after we receive your application. It is important for you to use that specific fingerprint card because we have Arizona State Board of Nursing information printed on the card. It can take 3 to 4 weeks to receive fingerprint results from the FBI. You will not be certified until the FBI results are received.

FELONY CONVICTIONS

According to A.R.S. § 32-1646(B), an applicant for nursing assistant certification is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 5 or more years before submitting this application. If you cannot prove that the absolute discharge date is 5 or more years, the Board will notify you that you do not meet the requirements for certification.

TEMPORARY CERTIFICATION

Applicants may apply for temporary certification if the following steps are met:

BY EXAM

BY ENDORSEMENT

- Proof of satisfactorily completing a nursing assistant training program that meets Board requirements
- Verification of current certification in another state

In addition - For Both Exam and Endorsement

- Applicant has submitted completed application, fingerprint card and applicable fees to the Board
- Applicant has negative state criminal history from Department of Public Safety
- Applicant has not answered "yes" to the disciplinary questions 1 and 2 on the application
- Has passed written and manual test for nursing assistants
- Submitted request for a temporary certificate and paid fees

TIME FRAMES FOR CERTIFICATION

The Board is required to process applications for nursing assistant certification within certain time periods, A.R.S. § 41-1073. The following definitions are provided to assist you in understanding the time frames below:

The number of days from receipt of an application until the Board determines • Administrative completeness time frame:

that the application is complete.

• Substantive review time frame: The number of days following the administrative completeness time frame

during which the Board determines whether the applicant should be certified.

Correspondence from the Board notifying the applicant that the application is • Deficiency notice:

incomplete and that information is missing.

The table following specifies the number of days an applicant has to Time to respond:

respond to a deficiency notice.

A request by the Board to the applicant during the substantive review time • Comprehensive written request:

frame for additional information or documentation.

The table following specifies the number of days an applicant has to Time to respond:

respond to a comprehensive written request.

The total number of days from the Board's receipt of an application until the • Overall time period:

Board determines whether to grant certification. This time frame includes the administrative completeness time frame, the substantive review time frame, as well as time to respond to a deficiency notice and comprehensive written

request.

CERTIFICATION TIME FRAMES TABLE

For Applicants without investigation and with investigation

Type of Certification (WITHOUT INVESTIGATION)	Applicable Rule	Overall Time	Administrative Completeness	Deficiency Notice (time for applicant to respond)	Substantive Review	Comprehensive Written Request (time to respond)
BY EXAMINATION	R4-19-806	150 days	30 days	270 days	120 days	150 days
Type of Certification (WITH INVESTIGATION)	Applicable Rule	Overall Time	Administrative Completeness	Deficiency Notice (time for applicant to respond)	Substantive Review	Comprehensive Written Request (time to respond)
BY EXAMINATION	R4-19-806	270 days	30 days	270 days	240 days	150 days
Type of Certification (WITHOUT INVESTIGATION)	Applicable Rule	Overall Time	Administrative Completeness	Deficiency Notice (time for applicant to respond)	Substantive Review	Comprehensive Written Request (time to respond)
Certification (WITHOUT		O		(time for applicant	10 0110 10 1011 1 1 1	Written Request
Certification (WITHOUT INVESTIGATION)	Rule	Time	Completeness	(time for applicant to respond)	Review	Written Request (time to respond)

For more information, regarding time frames for nursing assistant certification, consult A.A.C. RC-19-102. For assistance with the application process, contact Helen Tay at (602) 889-5189. If you fail to respond to a deficiency notice or comprehensive written request within the applicable time periods, your application will be withdrawn. If you are still interested in nursing assistant certification, you must submit a new application and applicable fees.

To obtain an application for **CNA Exam/Endorsement** go to our Website and download an application. www.azbn.gov

Arizona State Board of Nursing 4747 N. 7th St., Suite 200 Phoenix, AZ 85014-3653 Phone: 602-889-5150 Fax: 602-889-5155

E-mail: arizona@azbn.gov

PROOF OF NURSE AIDE REGISTRATION

Send this completed form to the STATE AGENCY where you are currently certified/registered. (Addresses and phone numbers listed below)

PART I: To be completed by the nursing assistant. PRINT CLEARLY.

NAME:	Last	First	Middle	Maiden Name o	r Other Names Used
Address	: Number & Street		City	State	Zip
Social So	ecurity Number:	D	Pate of Birth	(Area Code) Tele	phone No.
State Of	Current Certification:	C	ertification Number:	Date o	of Issue:
NURSE	AIDE TRAINING PROGRAM: F	rovide Name of School	or Program, City & State	Date 0	Completed
are cer Nebras return	TII: To be completed by tified in California, Colorado, I ka, New York, Pennsylvania, N this form with your application	District of Columbia forth Carolina, Sout to Arizona State Bo	n, Georgia, Illinois, Maryl th Carolina, Texas, and W oard of Nursing.	and, Michigan, Mississipp Visconsin verifications, fill	oi, Missouri, in Part I only and
1. Th	is individual is listed on the Nurs Yes Certification/Registr	_		Expires:	
	□ No			Date of Issue:	
2.	Method of Registration (Check	(All That Apply)			
	☐ Deemed to the Registry w. ☐ Registered by Endorsemer ☐ Completed a State-Approv ☐ Passed a State-Administer ☐ Not Available	nt from the State of red, training program	of	_hours	
3.	Is there documentation of subs ☐ Yes, please explain ☐ No	tantiated abuse, neglo	ect or misappropriation of	resident property by this inc	lividual?
4.	Is there documentation of a fel	ony conviction in a c	court of law?		
	☐ Yes, please explain☐ No☐ Not Available				
It is her undersi	reby certified that the above facigned.	ets are stated from o	official records pertaining	to this individual in the o	office of the
Date		Nurse Aide	Registry Representative	Title	
	(T) II	Agency		Telephone #	
	SEAL	City		State	Zip

ARIZONA STATE BOARD OF NURSING \bullet NURSING ASSISTANT REGISTRATION PROGRAM 4747 N. 7th ST., SUITE 200 \bullet PHOENIX, AZ \bullet 85014-3653 \bullet (602) 889-5150 \bullet FAX (602) 889.5155

Website: www.azbn.gov

CONTACT APPROPRIATE REGISTRY FOR CURRENT STATUS & FEES REQUIRED ON VERIFICATION

ALABAMA

AL Dept of Public Health Nurse Aide Program PO Box 303017 Montgomery, AL 36130 334.206.5169

ALASKA

Dept of Comm & Econ Dev 550 W 7th Ave, #1500 Anchorage, AK 99501 907.269.8169

ARIZONA

AZ State Board of Nursing 4747 N. 7th Street, Suite 200 Phoenix, AZ 85014-3653 602.889.5150

ARKANSAS

Office of Long Term Care PO Box 8059, Slot S407 Little Rock, AR 72203 501-682-8551 (f) 501-682-8487

*CALIFORNIA

CNA/HHA/CHT Cert Unit ATCS-MS 3301 PO Box 997416 1615 Capitol Ave Sacramento, CA 95899 916-552-8893

*COLORADO

CO Board of Nursing 1560 Broadway, #880 Denver, CO 80202 303.894.2431

CONNECTICUT

CT Dept of Public Health 410 Capitol Ave, MS#12MQA PO Box 340308 Hartford, CT 06134-0308 860.509.7596

DELAWARE

Health Facilties Lic & Cert 3 Mill Rd, #308 Wilmington, DE 19806 302.577.6666 Verify: 888-204-6179

*DIST. OF COLUMBIA

DC Board of Nursing 717 14th St, NW, #600 Washington, DC 20005 202-724-4900

FLORIDA

FL Dept of Health MQA/CNA Program 4052 Bald Cypress Way BIN#C-13 Tallahassee, FL 32399 850-245-4567

*GEORGIA

GA Hlth Partn, NS Registry 1455 Lincoln Parkway, #750 Atlanta, GA 30346-2200 678.527.3010 800.414.4358

HAWAII

HI Dept of Commerce & Consumer Affairs-Lic Branch PO Box 3469 Honolulu, HI 96801 808.739.2101, ext 122

<u>IDAHO</u>

ID State NA Registry PO Box 83720 Boise, ID 83720-0036 208-334-6620 or 208-334-6629 800.748.2480

*ILLINOIS

IL Dept of Public Health 525 W Jefferson St Springfield, IL 62761 217.785.5133

INDIANA

IN Dept of Hlth, Div of LTC 2 N Meridian St, Sec 4B Indianapolis, IN 46204 317-233-7479

IOWA

IA Dept of Inspc & Appeals NA Registry Lucas State Office Building Des Moines, IA 50319 515-281-4077 866-876-1997

KANSAS

KS Dept of Health & Envmt 1000 SW Jackson, #330 Topeka, KS 66612-1365 Verify: 785.296.6877

KENTUCKY

KY Bd of Nurs, NA Registry 312 Whittington Pkwy, 300-A Louisville, KY 40222 502.329.7047

LOUISIANA

LA State Bd of Exam for Nurs Facility Admin, NA Registry 5647 Superior Dr Baton Rouge, LA 70816 225.295.8575

MAINE

ME Registry of CNAs State House Station #11 442 Civic Center Dr Augusta, ME 04330 207.287.9310

MARYLAND

MD Board of Nursing 4140 Patterson Ave Baltimore, MD 21215-2299 410 585 1918

MASSACHUSETTS

MA Nurse Aide Registry Div of Hlth Care Quality Dept of Public Health 99 Chauncy St, 2nd Fl Boston, MA 02111 617.753.8000

*MICHIGAN

MI Dept of Community Health PO Box 30670 Lansing, MI 48909 Verify: 800.748.0252

MINNESOTA

MN NA Registry 85 E 7th Place, #300 PO Box 64501 St. Paul, MN 55164-0501 651.215.8705 800.397.6124-MN only

*MISSISSIPPI

MS State Dept of Health 570 E Woodrow Wilson, #200 Jackson, MS 39216 601.576.7300 Verify: 888.204.6215

MISSOURI

MO Div of Health Standards & Licensure PO Box 570 3418 Knipp Jefferson City, MO 65102 573.751.3082 Verify: 573.526.5686

MONTANA

MT Dept of Pub Hlth & Human Services - Certification Bureau 2401 Colonial Dr, 2nd Fl Helena, MT 59620-2953 406.444.4980

*<u>NEBRASKA</u>

NE Hlth & Hum Svcs System Dept of Reg & Licensure PO Box 94986 Lincoln, NE 68509-4986 402.471.4971-General 402.471.0537-Registry

NEVADA

NV Board of Nursing 2500 W Sahara, #207 Las Vegas, NV 89102-4392 702-486-5800 or 888-590-6726

NEW HAMPSHIRE

NH Board of Nursing 21 S Fruit Street, #16 Concord, NH 03301-2431 603.271.8282 or 603.271.2323 Verify: 603.271.6599

NEW JERSEY

NJ Dept of Health & Sr Svcs PO Box 367 Trenton, NJ 08625-0367 609.633.9171 Verify: 800.274.8970

NEW MEXICO

2040 S. Pacheco Street 2nd Floor, Rm 413 Santa Fe, NM 87505 505.476.9039 505.827.1453 automated

*NEW YORK

NY State Dept of Health 161 Delaware Ave Delmar, NY 12054-1393 518.478.1060 Verify: 800.918.8818

*NORTH CAROLINA

NC Dept of Hlth/Hum Svs 2709 Mail Service Ctr Raleigh, NC 27699-2709 919.855.3969 Verify: 919.715.0562

NORTH DAKOTA

OBRA Mandated Registry ND Dept of Health 600 E Boulevard Ave Bismarck, ND 58505-0200 701.328.2675

ND Board of Nursing 919 S 7th Street, #501 Bismarck, NK 58504-5881 701.328.9777

OHIO

OH Dept of Health 246 N High St, 3rd Floor Columbus, OH 43215-2412 800.582.5908-OH only 614.752.9500

OKLAHOMA

OK State Dept of Health NA Registry 1000 NE 10th Street Oklahoma City, OK 73117 405-271-4085 800-695-2157

OREGON

OR State Board of Nursing 800 NE Oregon St, #465 Portland, OR 97232 971-673-0685 971-673-0684 (fax) Verify: 971-673-0679

*PENNSYLVANIA

PA Nurse Aide Registry C/O Promissor PO Box 13785 Philadelphia, PA 19101 800.852.0518

RHODE ISLAND

RI Dept of Hlth, Hlth Profes 3 Capitol Hill, #105 Providence, RI 02908 401.222.5888

*SOUTH CAROLINA

SC Nurse Registry 3 Bala Plaza West, #300 Philadelphia, PA 19101 800.475.8290

SD Board of Nursing

SD Board of Nursing 4305 S Louise, #201 Sioux Falls, SD 57106 605.362.2769

TENNESSEE

TN Dept of Health 425 Fifth Ave North 1st Fl Nashville, TN 37247-0508 615.532.3202 Verify: 615-741-7670 888.310.4650

TEXAS

Dept of Human Services PO Box 149030, MCY977 Austin, TX 78714-9030 512.231.5829 800.452.3934

UTAH

UT HIth Tech Cert Center 550 East 300 South Kaysville, UT 84037-2699 801.547.9947

VERMONT

VT State Board of Nursing 81 River St, Drawer 09 Montpelier, VT 05609 802.828.2819 or 802.828.2453 800-439-8683-VT only

VIRGIN ISLANDS

VI Board of Nurse Lic PO Box 304247 Veterans Drive Station St. Thomas, VI 00802 340.776.7397

VIRGINIA

VA Board of Nursing 6603 W Broad St, 5th Fl Richmond, VA 23230 804.662.7310

WASHINGTON

OBRA NA Registry 640 Woodland Square Loop SE PO Box 45600 Olympia, WA 98504 360.725.2596

WEST VIRGINIA

Off of Hlth Fac Lic & Cert 350 Capital St, #206 Charleston, WV 2530 304.558.0688

*WISCONSIN

WI NA Registry PO Box 13785 Philadelphia, PA 19101 877.329.8760

WYOMING

WY Board of Nursing 1810 Pioneer Ave Cheyenne, WY 82001 307-777-7601 Verify: 877-626-2681

*These states do not fill out verification forms. If your verification is from one of the states with an *, please complete Part I only and return the verification form to ASBN along with your application.

ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A copy of a document that shows evidence of your citizenship or alien status <u>MUST BE</u> submitted with your application for licensure or renewal. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puer6to Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17,1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth. Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asvlee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (5)";
- *Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)";
- *Form I-766 (Employment Authorization Document) annotated "A5";

Alien Paroled Into the U.S. for at Least One Year

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld

- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";
- *Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3".

Cuban/Haitian Entrant

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (5) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA

D&S DIVERSIFIED TECHNOLOGIES

PO Box #418, FINDLAY, OH 45839-0418

TOLL FREE 877-8512355 — FAX 419-422-8328 - www.hdmaster.com

ARIZONA CERTIFIED NURSING ASSISTANT (CNA) EXAMINATION APPLICATION (forms 1101 & 1402)

INSTRUCTIONS: (Also see www.hdmaster.com)

- 1. **DO NOT** mail this D&S Diversified Technologies CNA Examination Application to the Arizona State Board of Nursing (AZBN)
- 2. Complete front and back sides of this CNA Examination Application.
- 3. **Send** this completed application with payment to D&S Diversified Technologies, P.O. Box 418 Findlay, OH 45839-0418
- 4. You **must include** proof of completion of an Arizona State Board of Nursing (AZBN) 120 hour approved NA training program **and** proof of employment as a NA **if** your NA training is more than 24 months old.

Before submitting this testing application, please check off the following: (Incomplete applications will be

NOTE: Facilities MAKE ALL CHECKS PAYABLE TO D&S DIVERSIFIED TECHNOLOGIES. Candidate Personal checks are NOT accepted.

retur	ned to applicant for comp	letion.)		
	This application is filled out Exam payment is included v I have attached proof of my than 24 months.	with the testing application.		t as a NA if my training is older
	I have also completed the A	rizona State Board of Nur	sing Application and sent that	application to the AZBN.
Candi	idate Information: (form 11)1) Print clearly (Use Ink)	or Type (high volume users on-line regis	stration is available at www.hdmaster.com)
Social	l Security No	(Mandatory. Your	SS number will only be shared with the	Arizona State Board of Nursing)
Applio	cant's Name			
	Last	First		Maiden/Former Name or PO Box #
City_		State	County	Zip
Home	Telephone		Message/Work Phone	
have co	ompleted an AZBN approved traini g assistant duties during <u>every</u> 24 m	ng program more than 2 years a nonth period since completing the	go and I have attached proof of emp	ram within the past 24 months or I bloyment to show that I have performed
City_		Date Completed	Contact Person	
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The w	vritten test is also available in Sp	anish. If you desire your wri	tten test to be in Spanish place a	n X in this box.
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test res	sults to my training program. I will have for my test appointment. I will be	formation is true, complete, and a honor my test appointment and a	·	
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	Candidate MU	51 sign to verify acceptance ()	unsigned applications will be retui	rned) Date

Please call the Findlay office if you don't get an e-mail or mail response within ten days.

D&S DIVERSIFIED TECHNOLOGIES PO BOX #418, FINDLAY, OH 45839-0418

TOLL FREE 877-8512355 — FAX 419-422-8328 - www.hdmaster.com

TESTING OPTIONS: Only use Option 1 or Option 2, never both.

		published 1700 AZ Test Sc			st Date: (From public						
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(A CNA i	Option 2: <u>In-Fa</u> nstructor must comp ne users may use Intern	ncility Test Sites Delete this section. The tra et electronic application subn	ining program i	nust be an A 51-2355 for WE	ZBN/D&SDT certific CBETEST© application of	ed test s	site to use a	this option.)			
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	Priority Fax Service		\$5.00	\$5.00ea							
	Overnight Shipping		\$19.50	\$19.50							
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CNA Examination & Endorsement Applicants

Check these areas **before** returning your application.

ALL BLANKS MUST BE COMPLETED, EXCEPT THOSE MARKED OPTIONAL

EXAMINATION APPLICANTS	ENDORSEMENT APPLICANTS
Your application is in black ink \$40 Optional Examination fee (for wallet-size pink colored card, to show you are certified as a CNA.) You have enclosed a copy of a document as proof of citizenship/nationality/alien status. A fingerprint card will be mailed to you after we receive your application You answered <u>ALL QUESTIONS</u> You signed the application Copy of Certificate from CNA Program stating number of hours of CNA Course (if course was completed after 2/04/2000, requirement is 120 hours). If you had only 75 hours of training, a letter signed by your employer to validate you have worked 45 hours as a nursing assistant within the past 24 months.	Endorsement is when a CNA from another state is requesting certification in Arizona. Your application is in black ink \$50 Mandatory Endorsement fee (wallet-size pink colored paper certificate is included in this fee) You have enclosed a copy of a document as proof of citizenship/nationality/alien status. A fingerprint card will be mailed to you after we receive your application You answered ALL QUESTIONS You signed the application Copy of Certificate from CNA Program stating number of hours of CNA Course (if course was completed after 2/04/2000, requirement is 120 hours). If you had only 75 hours of training, a letter signed by your employer must be sent to the Board to validate you have worked 45 hours as a nursing assistant within the past 24 months if your certificate is less than 2 years old. Otherwise you must have practiced 160 hours in the past 2 years.

ABBREVIATIONS OF STATES & TERRITORIES

AL	ALABAMA	IL	ILLINOIS	MT	MONTANA	RI	RHODE ISLAND
AK	ALASKA	IN	INDIANA	NE	NEBRASKA	SC	SOUTH CAROLINA
AS	AMERICAN SAMOA	IA	IOWA	NV	NEVADA	SD	SOUTH DAKOTA
AZ	ARIZONA	KS	KANSAS	NH	NEWHAMPSHIRE	TN	TENNESSEE
AR	ARKANSAS	KY	KENTUCKY	NJ	NEW JERSEY	TX	TEXAS
CA	CALIFORNIA	LA	LOUISIANA	NM	NEW MEXICO	UT	UTAH
CO	COLORADO	ME	MAINE	NY	NEW YORK	VT	VERMONT
CT	CONNECTICUT	MD	MARYLAND	NC	NORTH CAROLINA	VI	VIRGIN ISLANDS
DC	WASHINGTON DC	MA	MASSACHUSETTS	ND	NORTH DAKOTA	VA	VIRGINIA
DE	DELAWARE	MI	MICHIGAN	OH	OHIO	WA	WASHINGTON
FL	FLORIDA	MN	MINNESOTA	OK	OKLAHOMA	WV	WEST VIRGINIA
GA	GEORGIA	MO	MISSOURI	OR	OREGON	WI	WISCONSIN
HI	HAWAII	MP	NORTH MARIANA IS.	PA	PENNSYLVANIA	WY	WYOMING
ID	IDAHO	MS	MISSISSIPPI	PR	PUERTO RICO		

Read the instructions for more details on these reminders.



ARIZONA STATE BOARD OF NURSING

CERTIFIED NURSING ASSISTANT CERTIFICATION BY EXAM OR ENDORSEMENT

SELECT ONE:	
Certification by Examination	(complete sections 1-12 & A)
Certification by Endorsement	(complete sections 1-12 & B)
* A fingerprint card must be submitted * Check the instructions for appropriat * Processing can take 1-2 months for p	e fees

PLEASE PRINT ALL INFORMATION WITH CAPITAL LETTERS

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FOR OFFICIAL USE ONLY

CNA Certificate # CNA

Date Granted _____



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11.	PREVIOUS EMPLOYER
	Title/Position
	Employer's Name
	Street Address Line 1
	Street Address Line 2 Work Phone
	Succe Address Ellie 2 Work Findle
	City State Zip Code
	Employed from (month/year) To /
12.	OPTIONAL INFORMATION
	E-Mail Address
	Marital Status: ☐ Never Married ☐ Married ☐ Separated ☐ Divorced ☐ Widowed
	Ethnicity:
	SECTION A. FOR EXAMINATION APPLICANTS ONLY
	Have you ever taken the written or manual skills exam?
	Date State Result: Pass Fail
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	Date State Result: Pass Fail
	Do you want to purchase a wallet sized CNA certificate?
	See the Instructions for certificate fee. If the fee is not included with your application the board will assume that you do not want
	a document. Certification can be verified on the internet at www.azbn.gov or by calling (602) 889-5150 and pressing option 1.
	SECTION B. FOR ENDORSEMENT APPLICANTS ONLY
	Check the practice requirement that you meet for certification (one box must be checked).
	☐ I have performed nursing assistant activities for a minimum of 160 hours within the past 24 months. OR
	☐ I have completed a CNA training course in the past two years. OR
	I have not performed nursing assistant activities for a minimum of 160 hours within the past 24 months.
	Have you previously filed an application in Arizona?
	Did you apply for certification with a different last name? \square No \square Yes If yes, write the name you applied with:
	First Name Middle Name
	I I St Talle
	Last Name





13. CITIZENSHIP OR NATIONAL DECLARATION
Are you a citizen or national of the United States?
If yes, submit with your application a legible copy of one of the documents from <u>List A.</u> See the instructions for <u>List A.</u>
Name of document you are submitting
Expiration Date, if any (mm/dd/yyyy)/
If you are a citizen or national of the United States, go directly to the next page. If you are <u>not</u> a citizen or national of the United States, complete question 14.
14. ALIEN STATUS DECLARATION
To be completed by applicants who are <u>not</u> citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Submit a legible copy of the <u>front and back</u> of a document from the attached <u>List B</u> with your application.
"Qualified Alien" Status
☐ A. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
☐ B. An alien who is granted asylum under Section 208 of the INA.
☐ C. A refugee admitted to the United States under Section 207 of the INA.
☐ D. An alien paroled into the United States for <u>at least one year</u> under Section 212(d)(5) of the INA.
☐ E. An alien whose deportation is being withheld under section 243(h) of the INA.
F. An alien granted conditional entry under Section 203(a) (7) of the INA as in effect prior to April1,1980.
☐ G. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
H. An alien who has, or whose child or child's parent has, been declared a "battered alien" or an alien subjected to extreme cruelty in the United States.
Nonimmigrant Status (8 U.S.C § 1621(a) (2))
☐ I. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a) (15).
Alien paroled into the United States for less than one year (8 U.S.C § 1621(a) (3))
☐ J. An alien paroled into the United States for <u>less than one year</u> under Section 212(d) (5) of the INA.
Other Person (8 U.S.C § 1621 (c) (2) (A) and (C))
☐ K. A nonimmigrant whose visa for entry is related to employment in the United States
L. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 49 U.S.C § 1901 et seq.];
☐ M. A foreign national not physically present in the United States.
Otherwise Lawfully Present (A.R.S. § 1-501)
□ N. A person not described in categories A-M who is otherwise lawfully present in the United States. PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure.
To establish alien status, submit with your application a legible copy of one of the documents from <u>List B.</u> See the instructions for <u>List B.</u>
Name of document you are submitting
Expiration Date, if any (mm/dd/yyyy)/



DISCIPLINARY QUESTIONS



				vestigation or is a disciplinary action by state or territory of the United Sta		ense, CNA certificate, or any other li	icense or
	□ No	. 🗆	Yes	If yes, include a detailed explanation pending disciplinary action with		regarding the current investigation of	or
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	NOT					ou provide proof that it has been mon that the conviction was designated a n	
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PHOENIX, AZ 85014-3653